

11 April 1974

MEMORANDUM FOR: Executive Officer/OL  
THROUGH: Chief, Personnel and Training Staff  
SUBJECT: Proposed Revision of LI 20-16 Overtime Work

1. Attached for your approval is proposed revision to LI 20-16.
2. The revision incorporates the following changes:

- a. Title change to Overtime and Holiday Work

- b. Delegation of authority for direction and approval for compensation of holiday work by the D/L to the same officers having same authority for overtime. Although [REDACTED] delegates this authority to the D/L as an operating official, no formal redelegation has been made to the supervisory level. The revised Logistics Instruction redelegates this authority.

STATINTL

- c. Use of current organizational and position titles (e.g. DD/M&S for DD/S, C/PPS/OL for C/PS/OL).

3. DD/S Administrative Instruction No. 70-4 dated 20 February 1970 delegates authority for irregular or occasional overtime to "Office Heads and their general deputies . . . ." (para. 2). OL/Registry has no record of DD/M&S delegation of authority other than that which is quoted. It is questionable whether the term "general deputy" includes the positions of Chief, CD/SD, LSD branch chiefs, and the three chiefs in PSD to whom the proposed revision delegates this authority. You may want to consider sending a copy of the proposed revision to DD/M&S for purpose of obtaining the requisite delegation.

STATINTL

[REDACTED]  
Chief, OL/EO/BF

Atts

Proposed Revision LI 20-16  
DD/S Administrative Instruction No. 70-4

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010031-1

LOGISTICS INSTRUCTION 20-16

REVISED <sup>AUGUST</sup> ~~April~~ 1974

SUBJECT: Overtime and Holiday Work

STATINTL

REFERENCES: (a) [REDACTED]  
 (b) DD/S Administrative Instruction No. 70-4, dtd 20 Feb 70  
 (c) LI 20-19  
 (d) [REDACTED]

STATINTL

1. GENERAL

This instruction delegates authority for direction and approval of holiday work and irregular overtime as defined in paragraph c(1)(b) of reference a. All regularly scheduled overtime will be approved by the Deputy Director for ~~Management and Services~~ <sup>ADMINISTRATION</sup> in accordance with reference b.

2. AUTHORITY

a. The officers listed below may authorize holiday work and approve compensation in accordance with reference a. and may authorize irregular overtime and approve compensation for all employees under their supervision with the exception of employees graded GS-12 and above.

Executive Officer, OL  
 Chief, Plans and Programs Staff  
 Chief, Procurement Management Staff  
 Chiefs of all OL divisions  
 Chief, [REDACTED] SD/OL  
 Chiefs of all branches of LSD/OL  
 Chiefs of the Special and General Printing Plants, PSD/OL  
 Production Manager, Main Printing Plant, PSD/OL

STATINTL

b. These authorities may not be redelegated.

c. Overtime will not be authorized for GS-12 through GS-14 employees except in unusual cases. Compensation or compensatory time for GS-12 through GS-14 employees for overtime work requires prior approval of the Director of Logistics.

3. CERTIFICATION

The officers listed in paragraph 2.a. shall certify the time and attendance reports claiming compensation for holiday work or compensation or compensatory time for overtime authorized under provisions of paragraph 2.a. or reference b. The Executive Officer, OL, shall certify time and attendance reports for GS-12 through GS-14 employees who have been authorized to perform overtime.

20-17

ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS INSTRUCTION  
NO. 20-16

LI 20-16  
PERSONNEL  
31 March 1971

SUBJECT : Overtime Work

STATINTL

REFERENCES: (a) [REDACTED]  
(b) DD/S Administrative Instruction No. 70-4, dtd 20 Feb 70 ✓

RESCISSION: LI 20-9, dtd 27 Jan 65

1. GENERAL

This instruction delegates authority for overtime approval. It deals only with irregular overtime as defined in paragraph c(1)(b) of reference a. All regularly scheduled overtime will be approved by the Deputy Director for Support in accordance with reference b.

2. AUTHORITY

- a. The following officers may authorize compensation or compensatory time for all prevailing rate (ungraded) employees and for GS-11 and below employees who are directed to work in excess of 40 hours per week.

- (1) Executive Officer, OL
- (2) Chiefs of Planning and Procurement Management Staffs, OL
- (3) All Office of Logistics Division Chiefs
- (4) Chief, [REDACTED], SD/OL
- (5) All Branch Chiefs of LSD/OL
- (6) Chiefs of the Special and General Printing Plants and the Production Manager of the Main Printing Plant, PSD/OL

STATINTL

- b. This authority may not be redelegated.

ADMINISTRATIVE - INTERNAL USE ONLY

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LOGISTICS INSTRUCTION  
NO. 20-16

LI 20-16  
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31 March 1971

- c. Overtime will not be authorized for GS-12 through GS-14 employees except in unusual cases. Compensation or compensatory time for GS-12 through GS-14 employees for overtime work requires prior approval of the Director of Logistics.

3. CERTIFICATION

Overtime-authorizing officials indicated in paragraph 2a above must certify time and attendance reports authorizing compensation or compensatory time. The Executive Officer, OL, will make the certification of time and attendance for GS-12 through GS-14 employees who have obtained prior approval from the Director of Logistics to receive compensation or compensatory time.



JOHN F. BLAKE  
Director of Logistics

STATINTL

## OVERTIME WORK

25X1A

1. PURPOSE. This Instruction supplements [REDACTED] which gives general Agency policy on overtime and related authorities and responsibilities.

2. AUTHORIZATION OF IRREGULAR OR OCCASIONAL OVERTIME. Irregular or occasional overtime may be authorized by Office Heads and their general Deputies, the Executive Officer to the DD/S, the Special Support Assistant to the DD/S, and the Chief of the Support Services Staff. This authority may be further delegated only by the Deputy Director for Support. Should there be a need for further delegation, a request including reasons should be sent to the DD/S. Authorizing officials are responsible for ensuring that certifications on time and attendance reports authorizing compensation for overtime are made only by themselves.

3. APPROVAL OF REGULARLY SCHEDULED OVERTIME. A request for the approval of regularly scheduled overtime will be signed by the Office Head and sent to the Deputy Director for Support for approval. It should specify the schedule on which the overtime would be worked, the beginning and ending dates of the period for which approval is requested, and a justification. After DD/S approval has been given, the certification on the time and attendance reports of the individual(s) concerned that the overtime has been authorized for compensation (actual payment or credit of compensatory time) will be by the appropriate authorizing official designated by or in accordance with paragraph 2 above.

4. ANNUAL PREMIUM PAY. A request for the payment of annual premium pay for individual cases will be forwarded through the Deputy Director for Support, who must concur, to the Director of Personnel, who must approve. It should name the employee(s) concerned, state the proposed rate and effective date, and explain why annual premium pay is justified and the basis for the rate proposed. After annual premium pay has been approved, it is payrolled automatically. There is no need for time and attendance reports to show the overtime hours worked but they must carry a certification by an authorizing official designated by or under the provisions of paragraph 2 above that payment of the premium pay continues to be justified. The Office Head or Staff Chief is responsible for promptly notifying the Director of Personnel, with a copy to the Deputy Director for Support, when annual premium pay should be stopped or the rate reduced.

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[REDACTED]  
JOHN W. COFFEY  
ACTING DEPUTY DIRECTOR FOR SUPPORT